

# Outdoor Storage Permit



## Facts to Know

### RELATED FACTS TO KNOW:

Development Plan, Pre-Application Meeting, Landscape Plan, Fences.

### INTRODUCTION:

The outdoor storage permit process provides a way for specific properties (see map below) that are zoned I-1 or I-1S to allow for outdoor storage. In order to save the property owner time and also insure compliance with requirements for outdoor storage, the city has determined that an outdoor storage permit is necessary and will be processed by administrative review. All properties zoned I-1, which are not identified for Outdoor Storage Permits by the maps below, are prohibited from using the property for outdoor storage. Properties zoned I-2 and I-3 are permitted to have outdoor storage as a use-by-right in accordance with the Land Development Code (Sec. 21-5254) requirements for outdoor storage.

### GENERAL TIMEFRAME:

- The typical processing time for an outdoor storage permit is between **6 and 12 weeks**. In certain cases, depending on the complexity and magnitude of the request, application processing time may be extended to address staff comments after initial review.

### GENERAL NOTES:

- An outdoor storage permit is granted to the applicant for a specific property. Outdoor storage permits do not run with the land or the applicant if a new site is acquired. Any change of ownership or tenancy requires a new outdoor storage permit to utilize the property for this use.
- All outdoor storage shall be incidental and directly related to the primary business being conducted on that property. Outdoor storage shall not be the primary use of any property, and the leasing of space for outdoor storage is prohibited unless the outdoor storage is an accessory use to a business operated by a tenant who leases any building located on such property for the operation of the tenant's business.
- No outdoor storage shall occur on a lot that does not contain a building, unless said outdoor storage is used by an adjacent property owner or lessee and is directly related to such adjacent property owner's or lessee's business.
- Outdoor storage shall be limited to the rear and side yards of the property. Required parking and landscape treatment areas can never be used for outdoor storage.
- All outdoor storage areas shall be enclosed by a fence or wall adequate to conceal such areas from adjacent non-industrial property and public right-of-way. Outdoor storage can be stacked to eight feet or the height of the screening fence, whichever is less. In addition to not being visible from adjacent non-industrial property and public right-of-way, the outdoor storage shall not be visible to a pedestrian at ground level looking at the storage area from a public facility such as a city park, trail, and open space, or from the first floor of any building not on

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the subject property to the maximum extent possible. In order to confirm compliance, the city may request additional information as necessary, such as a grading plan or topographic survey, or a plan showing adjacent building footprints.

## REVIEW PROCESS:

- The applicant prepares the Outdoor Storage Permit application requirements.
- A completed application, associated materials, and the non-refundable fees are submitted to the city for review. The application is reviewed by the Planning Division for completeness and then sent to various departments for comment.
- Based on results of the reviews, the Community Development Director will take final action on the Outdoor Storage Permit application and either approve, approve with conditions, or deny such application.

## OUTDOOR STORAGE APPROVAL CRITERIA:

- Outdoor storage in the areas identified by the map below may be permitted only if the director finds:
  - (i) Outdoor storage at the proposed location shall not result in a substantial or undue adverse effect on adjacent property, the character of the neighborhood, traffic conditions, parking, public improvements, public sites or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they presently exist or as they may in the future be developed;
  - (ii) The characteristics of the site are suitable for outdoor storage as a use-by-permit considering the size, shape, location, topography, and existence of improvements and natural features; and
  - (iii) Sufficient landscaping and screening will be utilized to insure harmony with adjacent uses and public rights-of-way.

## SUBMITTAL REQUIREMENTS FOR OUTDOOR STORAGE PERMIT:

- One (1) copy of the development review application and the non-refundable review fee.
- One (1) copy of general warranty deed, with a complete legal description (often times in the form of Exhibit "A," attached to the warranty deed) for the property or properties for which the application is made.
- Two (2) copies of a site plan. The site plan shall be drawn on 11" x 17" paper (at minimum), to scale (e.g., 1" = 20') with a straight edge (ruler), using a dark ink pen. **Oversized plans shall be folded to a standard size. Non-folded oversized plans will not be accepted.** Site plans for outdoor storage permits shall depict the following:
  - Exact location of proposed outdoor storage area;
  - Dimensions and locations of aisles and circulation paths in the outdoor storage area for general and emergency access;
  - Proposed landscaping;

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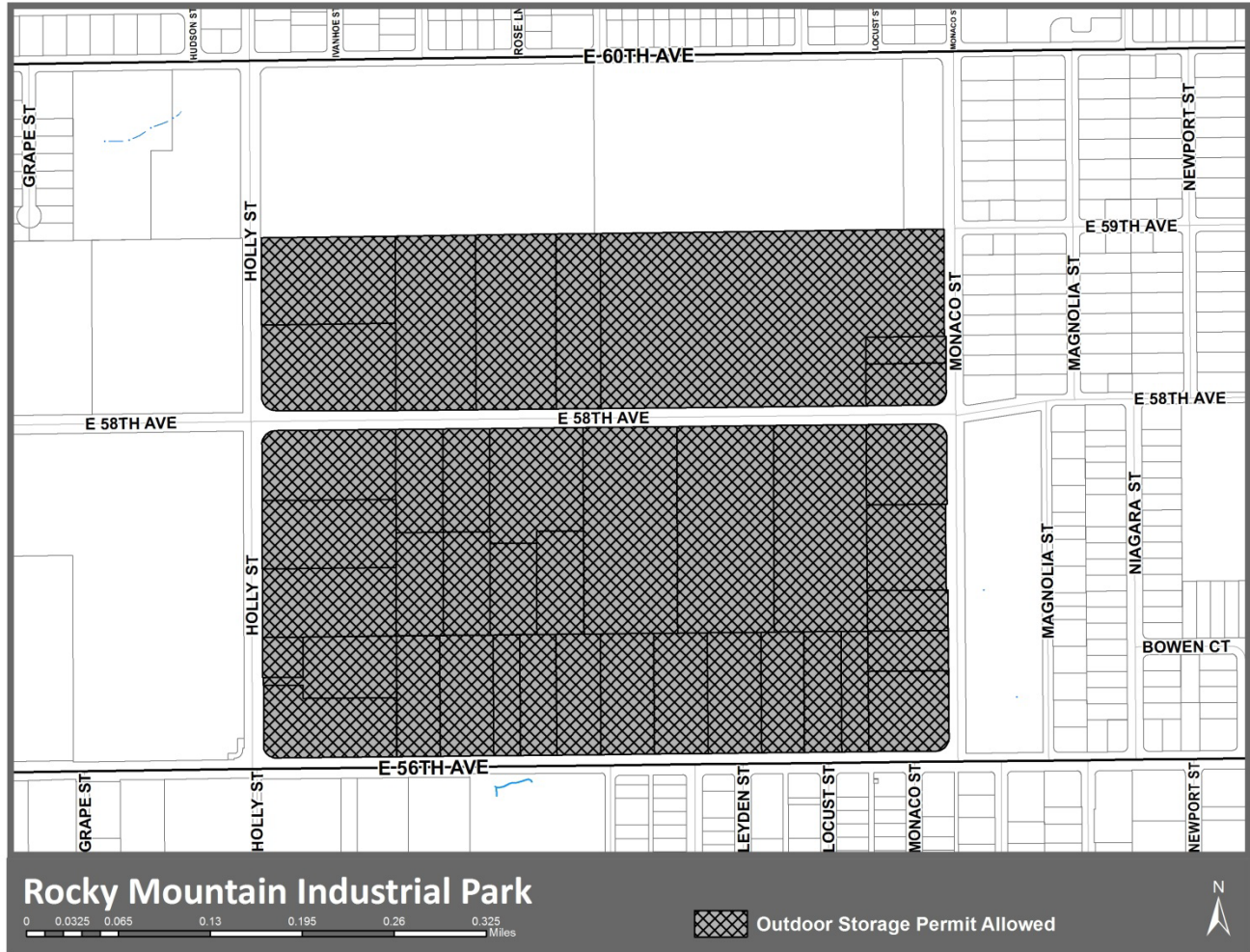
- Square feet of proposed outdoor storage area;
  - Location of fence, including pedestrian and vehicular gates;
  - Height and type of fence proposed, including elevation of the fence;
  - Description of the material proposed to be stored;
  - Location of dumpster and approved screening;
  - Height of the material and/or proposed stacking height of the material proposed to be stored; and
  - Description of the proposed surface on which the material will be stored and of the circulation and emergency access aisles.
- Two (2) sets of any color photographs or pictures associated with the application request (if applicable).
  - Any other information or technical studies, as determined by the city.

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## OUTDOOR STORAGE PERMIT ALLOWABLE AREAS:

The following maps show the **ONLY** I-1 or I-1S zoned properties within the city that may contain outdoor storage *upon approval of an Outdoor Storage Permit*.

### ROCKY MOUNTAIN INDUSTRIAL PARK:



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## STAPLETON INDUSTRIAL PARK:

